

**EXTERNAL ADVERTISEMENT: POSTS FOR APPOINTMENT TO POSITIONS ON SALARY LEVEL 7:
DIVISION: FORENSIC SERVICES: SOUTH AFRICAN POLICE SERVICE**

1. The posts contained in this circular are vacant and will be advertised externally in the **Rapport, Sunday Times** and **City Press** on **2014-11-09** for appointment purposes as contemplated in National Instruction 6 of 2005. Employees on levels other than those advertised and that conform to the requirements are invited to apply. The contents of this circular will be available on the South African Police Service website and will also be circulated to all email users by means of Communications Nodal Point and must be made available to all employees of the South African Police Service.
2. The generic minimum requirements applicable to all posts unless specified differently are as follows:

*Applicants must display competency in the core functions of the post;*Be fluent in at least two of the official languages, of which one must be English;*Be in possession of a Senior Certificate (Grade 12);*Must have no criminal record or pending criminal / departmental cases;*Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;*Computer literacy, interpersonal communication (verbal and written) and organizational skills;*At least a valid light vehicle driver's license (SAPS Act appointments only).

REQUIREMENTS FOR THE DISCIPLINE: SUPPLY CHAIN MANAGEMENT

[Applicable to Post Numbers: Post No. FS 127/2014 to Post No. FS 150/2014]

*An appropriate three year NQF 6 qualification is required with at least 2 years' experience in the field of the post;*Relevant training/courses in the field of the post will be an advantage.

REQUIREMENTS FOR THE DISCIPLINE: FINANCIAL AND ADMINISTRATION SERVICES

[Applicable to Post Numbers: Post No. FS 151/2014 to Post No. FS 157/2014]

*An appropriate three year NQF 6 qualification is required with at least 2 years' experience in the field of the post;*Relevant training/courses in the field of the post will be an advantage.

REQUIREMENTS FOR THE DISCIPLINE: HUMAN RESOURCE MANAGEMENT

[Applicable to Post Numbers: Post No. FS 158/2014 to Post No. FS 168/2014]

* An appropriate three year NQF 6 qualification is required with at least 2 years' experience in the field of the post;*Relevant training/courses in the field of the post will be an advantage.

REQUIREMENTS FOR THE DISCIPLINE: RECORD TRACING AND ADJUDICATION

[Applicable to Post Numbers: Post No. FS 169/2014 to Post No. FS 187/2014]

*A three year NQF 6 qualification in Legal/ Law/ Public Administration/ Policing/ Police Management / Computer Science/ Criminology / Public Management/ Bachelor of Science with at least 2 years' experience CRIM Courses will be an added advantage.

REQUIREMENTS FOR THE DISCIPLINE: CRIME SCENE INVESTIGATION

[Applicable to Post Numbers: Post No. FS 188/2014 to Post No. FS 205/2014]

*A three year NQF 6 qualification majoring in one of the following: Forensic Investigation/Science, Criminalistics, Police Science, Criminology, Police Administration, Criminal Law, Criminal Procedure Law, Law of Evidence, Mathematics, Statistics and Applied Mathematics or a three year NQF 6 qualification in Natural Science/ Policing/ Criminology / Forensic Investigation;*Experience in the field of the post will be an added advantage.

REQUIREMENTS FOR THE DISCIPLINE: CRIME SCENE LABORATORIES

[Applicable to Post Numbers: Post No. FS 206/2014 to Post No. FS 209/2014]

*A relevant three year NQF 6 qualification in Natural Sciences; *Appropriate and relevant experience in the field of the post will be an advantage.

REQUIREMENTS FOR THE COMPONENT: QUALITY MANAGEMENT: FORENSIC ANALYSTS (WARRANT OFFICERS)

[Applicable to Post Numbers: Post No. FS 214/2014 to Post No. FS 240/2014]

*An applicable three year NQF 6 qualification in Natural Science with majors in one of the following: Biochemistry, Microbiology, Quality Management, Technology Management; or Forensic related fields; *A minimum of two (2) years relevant experience in the field of the post will be an advantage; *Knowledge of ISO 17025, ISO 14001, OHSAS 18001, Computer literacy in respect of Ms Word, Ms PowerPoint, Ms Excel. Knowledge of Ms Access, Minimum Information Security Standard (MISS) Act and good Laboratory/ Manufacturing Practice will be an added advantage.

1. **Post:** Personnel Practitioner (Warrant Officer)
Sub-Section: Employee Health and Wellness
Section: Nodal Support Centre
Component: Criminal Record and Crime Scene Management (1 Post) (Ref FS 126/2014)
Location of the post: Pretoria: Gauteng
Salary Notch: BAND B1 Salary Notch R210 792 (Per Annum)

Post Requirements:

*A relevant BA Degree/ Diploma in Social Work or a Master's Degree in Psychology with at least 2 years' appropriate experience in the field of the post; *Registered at the Health Professions Council of South Africa as a psychologist or a social worker with the SA Council for Social Service Professions; *Receipt of paid-up registration fees for 2014/2015; *Training in Trauma Debriefing, PSWS: Pro-active Programmes will be an advantage; *Computer literacy; *Interpersonal communication and organization skills; *Valid light motor vehicle driver's license.

Core Responsibilities:

*Facilitate the Assessment and Identification of Health and Wellness needs within the Criminal Record and Crime Scene Management Component; *Implement operational plans in line with identified needs and DPSSA Framework; *Coordinate the Planning, implementation national health calendar activities within the Component; *Coordinate health and Wellness screening sessions.

2. **Post:** Provisioning Administration Officer (Warrant Officer)
Sub Section: Supply Chain Management: Demand and Acquisition
Section: Nodal Support Centre
Location of the post: Criminal Record and Crime Scene Management: National Office: Pretoria (1 Post) (Ref FS 127/2014)
 Provincial CR & CSM: King Williams Town: Eastern Cape (1 Post) (Ref FS 128/2014)
 Provincial CR & CSM: Bloemfontein: Free State (1 Post) (Ref FS 129/2014)
 Provincial CR & CSM: Durban: Kwazulu-Natal (1 Post) (Ref FS 130/2014)
 Provincial CR & CSM: Potchefstroom: North West (1 Post) (Ref FS 131/2014)
 Provincial CR & CSM: Kimberley: Northern Cape (1 Post) (Ref FS 132/2014)
 Provincial CR & CSM: Cape Town: Western Cape (1 Post) (Ref FS 133/2014)
 Provincial CR & CSM: Polokwane: Limpopo (1 Post) (Ref FS 134/2014)
 Forensic Science Laboratory: Amazimtoti: Kwazulu-Natal (1 Post) (Ref FS 135/2014)
 Forensic Science Laboratory: Platteklouf: Western Cape: (1 Post) (Ref FS 136/2014)
Salary Level: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*Administer the procurement of cost effective logistical items and services in accordance with approved legislation and internal instructions; *Administer the requisition and issuing of official orders and applications in terms of Contracts and Bids; *Ensure and maintain control of all supplier payments and timeous payment of invoices; *Maintain and administrate the administrative process regarding the database (Supplier Profiles) of suppliers including the rotation of suppliers.

3. **Post:** Provisioning Administration Officer (Warrant Officer)
Sub-Section: Supply Chain Management: Vehicle Fleet Management
Section: Nodal Support Centre
Location of the post: Criminal Record and Crime Scene Management National Office: Pretoria (2 Posts) **(Ref FS 137/2014)**
 Provincial CR & CSM: Bloemfontein: Free State (1 Post) **(Ref FS 138/2014)**
 Provincial CR & CSM: Johannesburg: Gauteng (1 Post) **(Ref FS 139/2014)**
 Provincial CR & CSM: Polokwane: Limpopo (1 Post) **(Ref FS 140/2014)**
 Provincial CR & CSM: Cape Town: Western Cape (1 Post) **(Ref FS 141/2014)**
 Forensic Science Laboratory: National Office: Pretoria (1 Post) **(Ref FS 142/2014)**
 Forensic Science Laboratory: Port Elizabeth: Eastern Cape (1 Post) **(Ref FS 143/2014)**
 Forensic Science Laboratory: Amanzimtoti: Kwazulu-Natal (1 Post) **(Ref FS 144/2014)**
Salary Level: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*To facilitate and administer the vehicle fleet, GPA and Loss Management within the respective post environment;*Administer all functions related to vehicle fleet management, demand, and acquisition and supply chain process;*Administer all functions related to Management of Information and Security Systems (MISS) and Loss Management;*Administer claims by the State with regards to financial losses and damage to State Property, including vehicle damages and losses resulting from injuries and deaths on duty.

4. **Post:** Provisioning Administration Officer (Warrant Officer)
Sub-Section: Supply Chain Management: Moveable Government Property
Section: Nodal Support Centre
Location of the post: Provincial CR & CSM: Cape Town: Western Cape (1 Post) **(Ref FS 145/2014)**
 Forensic Science Laboratory: National Office Pretoria (1 Post) **(Ref FS 146/2014)**
 Forensic Science Laboratory: Amanzimtoti: Kwazulu-Natal (1 Post) **(Ref FS 147/2014)**
 Forensic Science Laboratory: Platteklouf: Western Cape (1 Post) **(Ref FS 148/2014)**
Salary Level: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*Administer all functions related to an effective logistics management function;*Administer all functions related to stock taking as well as expendable stores within the post environment;*To ensure the accounting and maintenance of all Government property including inspections;*Administration in terms of all functions related to Loss Management of state property as well as the execution of disposal of unserviceable items;*Facilitate and monitor the movement of all Government property within the post environment;*The capturing and finalization of official orders on PAS and POLFIN Systems.

5. **Post:** Provisioning Administration Officer (Warrant Officer)
Sub-Section: Supply Chain Management: Facility Management
Section: Nodal Support Centre: Forensic Science Laboratory
Location of the post: Port Elizabeth: Eastern Cape (1 Post) **(Ref FS 149/2014)**
 Amanzimtoti: Kwazulu-Natal (1 Post) **(Ref FS 150/2014)**
Salary Level: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*Administer the effective and efficient administration support to Property, Facility Management and RAMP projects within the environment;*Maintain the effective and efficient controlling of the SHE and Facility Management matters within the environment;*Maintain the effective and efficient controlling of the State owned and Leased Buildings within the environment;*Administer the day to day maintenance and administration of projects related to facility management.

6. **Post:** State Accountant (Warrant Officer)
Sub Section: Finance and Administration Services
Section: Nodal Support Centre
Location of the post: Provincial CR & CSM: Cape Town: Western Cape (1 Post) **(Ref FS 151/2014)**
 Provincial CR & CSM: Bloemfontein: Free State (1 Post) **(Ref FS 152/2014)**
 Provincial CR & CSM: Durban: Kwazulu-Natal (1 Post) **(Ref FS 153/2014)**
 Forensic Science Laboratory: Amazimtoti: Kwazulu-Natal (1 Post)
(Ref FS 154/2014)
 Forensic Science Laboratory: Platteklouf: Western Cape (1 Post) **(Ref FS 155/2014)**
Salary Level: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*Render a financial and accounting service, expenditure administration and financial auxiliary service;
 *Administering of the Cashier Service point (Only applicable to Forensic Science Laboratories);*Provide an administration service relating to salaries, deductions and allowances.

7. **Post:** State Accountant (Warrant Officer)
Sub Section: Finance and Administration Services
Section: Nodal Support Centre
Component: Forensic Science Laboratory
Location of the post: National Office: Pretoria (1 Post) **(Ref FS 156/2014)**
Salary Level: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*Administration of the cashier point;*Safe keeping of cash allocated to cashier;*Collecting of state revenue and the payment thereof;*Processing of claims and advances.

8. **Post:** State Accountant (Warrant Officer)
Sub Section: Finance and Administration Services (Bookkeeping)
Section: Nodal Support Centre
Component: Criminal Record and Crime Scene Management
Location of the post: National Office: Pretoria (1 Post) **(Ref FS 157/2014)**
Salary Level: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*Maintain and monitor debt accounts;*Maintain and administer overtime remunerations, allowances, handling of

foreign memorandum and processing of resettlement applications (transfers);*Provide an administration service relating to salaries, deductions and allowances.

9. **Post:** Personnel Practitioner (Warrant Officer)
Sub-Section: Human Resource Management
Section: Nodal Support Centre
Location of the post: Provincial CR & CSM: Bloemfontein: Free State (1 Post) (**Ref FS 158/2014**)
 Provincial CR & CSM: Durban: Kwazulu-Natal (1 Post) (**Ref FS 159/2014**)
 Provincial CR & CSM: Middelburg: Mpumalanga (1 Post) (**Ref FS 160/2014**)
 Provincial CR & CSM: King Williamstown: Eastern Cape (1 Post) (**Ref FS 161/2014**)
 Forensic Science Laboratory: Port Elizabeth: Eastern Cape (1 Post) (**Ref FS 162/2014**)
 Forensic Science Laboratory: Amanzimtoti: KwaZulu-Natal (1 Post) (**Ref FS 163/2014**)
Salary Level: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*Administer and co-ordinate all Human Resource functions within the Nodal Support Centre;*Administer and process all types of Leave and administration of IOD's and Medical Boards;*Administer and process administration of Service Termination (eg. Discharge, resignation, interdepartmental transfer etc);*Administer and facilitate the transfers and translations of personnel within the environment;*Administer and co-ordinate all recruitment processes within the environment;*Capturing of PEP and Job Descriptions.

10. **Post:** Personnel Practitioner (Warrant Officer)
Sub-Section: Employee Relations
Section: Nodal Support Centre
Component: Criminal Record and Crime Scene Management
Location of the post: Provincial CR & CSM: Polokwane: Limpopo (1 Post) (**Ref FS 164/2014**)
 Provincial CR & CSM: Johannesburg: Gauteng (1 Post) (**Ref FS 165/2014**)
 Provincial CR & CSM: Cape Town: Western Cape (1 Post) (**Ref FS 166/2014**)
 Provincial CR & CSM: Middelburg: Mpumalanga (1 Post) (**Ref FS 167/2014**)
 Provincial CR & CSM: Durban: Kwazulu-Natal (1 Post) (**Ref FS 168/2014**)
Salary Notch: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*Ensure proper record keeping in respect of suspensions, appeals and disciplinary hearing records for audit and inspection purposes;*Facilitate the finalization of disciplinary matters in respect of investigations;*Facilitate the collection of documents for purposes of appeals;*Monitor the resolution of grievances within the prescribed time frames.

11. **Post:** Warrant Officer
Section: Record Tracing: Local Criminal Record Centre:
Component: Criminal Record & Crime Scene Management
Location of the post: Protea Glen: Gauteng (1 Post) (**Ref FS 169/2014**)
 Springs: Gauteng (1 Post) (**Ref FS 170/2014**)
 Vereeniging: Gauteng: (1 Post) (**Ref FS 171/2014**)

Johannesburg: Gauteng: (1 Post) (Ref FS 172/2014)
 Krugersdorp: Gauteng: (1 Post) (Ref FS 173/2014)
 Ga-Rankuwa: Gauteng: (1 Post) (Ref FS 174/2014)
 Provincial CR & CSM: Gauteng: (1 Post) (Ref FS 175/2014)
Salary Level: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*Receive and register fingerprints on CRIM and FIMS;*Launching Fingerprint search on AFIS system through scanning (procedure);*Comparison and Identification of fingerprint images on AFIS system;*Administer provision of criminal record reports;*Management of pending file and document distribution Centre.

12. **Post:** Warrant Officer
Section: Adjudication: Local Criminal Record Centre:
Component: Criminal Record & Crime Scene Management
Location of the post: Kempton Park: Gauteng (1 Post) (Ref FS 176/2014)
 Lyttelton: Gauteng (1 Post) (Ref FS 177/2014)
 Germiston: Gauteng (1 Post) (Ref FS 178/2014)
 Pretoria North: Gauteng (1Post) (Ref FS 179/2014)
 Sandton: Gauteng (1Post) (Ref FS 180/2014)
 Protea-Glen: Gauteng (1 Post) (Ref FS 181/2014)
 Springs: Gauteng (1 Post) (Ref FS 182/2014)
 Vereeniging: Gauteng (1 Post) (Ref FS 183/2014)
 Johannesburg: Gauteng (1 Post) (Ref FS 184/2014)
 Krugersdorp: Gauteng (1 Post) (Ref FS 185/2014)
 Ga-Rankuwa: Gauteng (1 Post) (Ref FS 186/2014)
 Provincial CR & CSM: Gauteng (1 Post) (Ref FS 187/2014)
Salary Level: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*Receive and register all fingerprint related documents;*Capture and update applicable documents on CRIM system;*Render an effective administration of all process to capturing of sentence information, verification of conviction and sentence information;*Ensure the facilitation of the process in respect of the provisioning of criminal records reports;*To ensure proper management of all resources allocated to the post.

13. **Post:** Warrant Officer
Section: Crime Scene Investigation
Component: Criminal Record and Crime Scene Management
Location of the post: Port Elizabeth: Eastern Cape (1 Post) (Ref FS 188/2014)
 Mount Road: Eastern Cape (1 Post) (Ref FS 189/2014)
 Provincial Task Team: Port Elizabeth: Eastern Cape (1 Post) (Ref FS 190/2014)
 Vryburg: North West (1 Post) (Ref FS 191/2014)
 Brits: North West (1 Post) (Ref FS 192/2014)
 Potchefstroom: North West (1 Post) (Ref FS 193/2014)
 Provincial CR & CSM: Kimberley: Northern Cape (1 Post) (Ref FS 194/2014)
 Kimberley (Hartswater LCRC Service Point): Northern Cape (1Post) (Ref FS 195/2014)
 Upington (Kakamas LCRC Service Point): Northern Cape (1 Post) (Ref FS 196/2014)
 George: Western Cape (1 Post) (Ref FS 197/2014)
 Mitchells Plain: Western Cape (1 Post) (Ref FS 198/2014)

Bellville: Western Cape (1 Post) **(Ref FS 199/2014)**
 Cape Town: Western Cape (1 Post) **(Ref FS 200/2014)**
 Lebowakgomo (Burgersfort LCRC Service Point): Limpopo (2 Posts) **(Ref FS 201/2014)**
 Musina (Tshamutumbu LCRC Service Point): Limpopo (1 Post) **(Ref FS 202/2014)**
 Acornhoek: Mpumalanga (1 Post) **(Ref FS 203/2014)**
 Nelspruit: Mpumalanga (1 Post) **(Ref FS 204/2014)**
 Provincial CR & CSM: Durban: Kwazulu-Natal (1 Post) **(Ref FS 205/2014)**
Salary Level: BAND B1 Salary Notch R210 792 (Per Annum)

Core Responsibilities:

*Attendance of crime scenes with purpose of reconstructing of crime scenes, gathering of physical evidence through photography or fingerprint related and other specialized techniques as well as the fast tracking and submission of evidence;*Attend to SAPS reported cases and ensure the extraction and linking of potential evidence for crime scenes;*Present evidence in court;*Maximize the optimal utilization of equipment and resources at crime scenes.

14. **Post:** Forensic Analyst (Warrant Officer)
Section: Crime Scene Laboratories
Component: Criminal Record and Crime Scene Management
Location of the post: Bloemfontein: Free State (1 Post) **(Ref FS 206/2014)**
 Mtubatuba: Kwazulu-Natal (1 Post) **(Ref FS 207/2014)**
 Middelburg: Eastern Cape (1 Post) **(Ref FS 208/2014)**
 Witbank: Mpumalanga (1 Post) **(Ref FS 209/2014)**
Salary Level: BAND B1 Salary Notch 3 R227 994 (Per Annum)

Core Responsibilities:

*Examine evidence or exhibits at crime scenes or in the laboratory for Fingerprints using the chemical methods;
 *Photographing of exhibits and evidence in the laboratory;*Capture the outcome of processed evidence using digital capturing system;*Maintain facilities in terms of general laboratory practices;*Store and dispose exhibits according to laboratory prescripts;*Prepare final reports and affidavits on findings for court purposes.

15. **Post:** Forensic Analyst (Warrant Officer)
Sub-Section: Forensic Anthropology
Section: Victim Identification Centre
Component: Forensic Science Laboratory
Location of the post: Pretoria: Gauteng (1 Post) **(Ref FS 210/2014)**
Salary Level: BAND B1 Salary Notch 3 R227 994 (Per Annum)

Post Requirements:

*A three year NQF 6 qualification in Natural Science;*Majoring in Physical Anthropology will be an advantage;*Experience in the field of the post will be an added advantage.

Core Responsibilities:

*Conduct anthropology examinations on remains;*Conduct exhumations of remains;*Attend Post Mortems;
 *Provide expert testimony in court;*Comply with Quality Management System and SHE requirements.

16. **Post:** Forensic Analyst (Warrant Officer)
Sub-Section: Handwriting Analysis

Section: Questioned Documents
Component: Forensic Science Laboratory
Location of the post: Amanzimtoti: Kwazulu-Natal (1 Post) **(Ref FS 211/2014)**
Salary Level: BAND B1 Salary Notch 3 R227 994 (Per Annum)

Post Requirements:

*A three year NQF 6 qualification majoring in one of the following: Forensic Investigation/Science, Criminalistics, Police Science, Criminology, Police Administration, Criminal Law, Criminal Procedure Law, Law of Evidence, Mathematics, Statistics and Applied Mathematics;*Experience in the field of the post will be an added advantage.

Core Responsibilities:

*Perform scientific examinations, comparisons, and analyses of documents in order to identify handwriting including signatures and typewriting;*Identify or elimination of sources of and output of other mechanical or electronic image devices; *printers, copying machines;*Establish the preparations, alterations or additions to documents;*Provide expert testimony in court.

17. **Post:** Forensic Analyst (Warrant Officer)
Sub Section: Image Analysis
Section: Scientific Analysis
Component: Forensic Science Laboratory
Location of the post: Platteklouf: Western Cape (1 Post) **(Ref FS 212/2014)**
Salary Level: BAND B1 Salary Notch 3 R227 994 (Per Annum)

Post Requirements:

*A three year NQF 6 qualification majoring in one or more of the following modules: Fine Arts/ Graphic Design with Multimedia/ Photography as a subject;*Proven and demonstrable experience in Adobe Premium or AMPED 5 software;*Experience in the field of the post will be an added advantage.

Core Responsibilities:

*Perform case work and analysis on video footage;*Testify in court on examinations performed;*Crime scene attendance;*Provide training;*The effective and efficient utilization of all physical resources allocated to the immediate post environment.

18. **Post:** Forensic Analyst (Warrant Officer)
Sub Section: Mechanical Engineering
Section: Ballistics
Component: Forensic Science Laboratory
Location of the post: Platteklouf: Western Cape (1 Post) **(Ref FS 213/2014)**
Salary Level: BAND B1 Salary Notch 3 R227 994 (Per Annum)

Post Requirements:

A three year applicable NQF 6 qualification or a higher qualification in Mechanical Engineering;*Experience in the field of the post will be an added advantage.

Core Responsibilities:

*Perform vehicle accident reconstruction related casework;*Perform mechanical investigations into vehicles and diverse machines;*Perform vehicle theft related casework;*Present expert testimony in court; *Crime scene attendance

19. **Post:** Warrant Officer (Forensic Analyst)
Component: Quality Management

Section: Quality Assurance
Sub-Section/ Location of the post: Chemistry: Amanzimtoti: Kwazulu-Natal [1 post] (Ref FS 214/2014)
 Victim Identification Centre: Pretoria: Gauteng [1 post] (Ref FS 215/2014)
 Scientific Analysis: Platteklouf: Western Cape [1 post] (Ref FS 216/2014)
 Scientific Analysis: Pretoria: Gauteng [1 post] (Ref FS 217/2014)
 Questioned Documents: Amanzimtoti: KwaZulu-Natal [1 post] (Ref FS 218/2014)
 Questioned Documents: Pretoria: Gauteng [1 post] (Ref FS 219/2014)
Salary Level: BAND B1 Salary Notch 3 R227 994 (Per Annum)

Core Responsibilities:

*The facilitation of implementing the quality management system, including a quality & environmental systems audit plan; *The facilitation of Audit Plan for Service providers / Suppliers of services utilized in the operational environment; *The facilitation and management of a non-conformance management program & the verification of the validity of reported results; *The verification of the traceability of standards and controls used in analytical processes; *Ensure compliance of facilities to legal prescripts, quality and accreditation requirements - including but not limited to temporary waste storage sites, chemical stores and archive sites.

20. **Post:** Warrant Officer (Forensic Analyst)
Component: Quality Management
Section: Technical Management: Forensic Science Laboratory
Sub-Section: Biology: Pretoria: Gauteng [1 post] (Ref FS 220/2014)
 Regional Laboratory: Platteklouf: Western Cape [1 post] (Ref FS 221/2014)
 Chemistry: Platteklouf: Western Cape [1 post] (Ref FS 222/2014)
Salary Level: BAND B1 Salary Notch 3 R227 994 (Per Annum)

Core Responsibilities:

Facilitation of implementing technical management including the development, optimization, verification of suitability and validation of methods; *Advancement, enhancement and maintenance of Technology for the Section by applying international best practice regarding method validation and instrument maintenance; *Prepare and review quality documents regarding technical matters and facilitating the installation, classification and decommissioning of equipment; *Facilitate equipment calibration and standardization according to Quality Manual and reduced equipment downtime and effective instrument utilization

21. **Post:** Warrant Officer (Forensic Analyst)
Component: Quality Management
Section: Regional Quality Management: Criminal Record and Crime Scene Management: LCRC: Quality Control
Location of Post: Cape Town: Western Cape [1 post] (Ref FS 223/2014)
 King Williams Town: Eastern Cape [1 post] (Ref FS 224/2014)
 Durban: Kwazulu-Natal [1 post] (Ref FS 225/2014)
 Kimberley: Northern Cape [1 post] (Ref FS 226/2014)
 Potchefstroom: North West [1 post] (Ref FS 227/2014)
 Middelburg: Mpumalanga [1 post] (Ref FS 228/2014)
 Polokwane: Limpopo [1 post] (Ref FS 229/2014)
 Bloemfontein: Free State [1 post] (Ref FS 230/2014)
 Johannesburg: Gauteng [1 post] (Ref FS 231/2014)
Salary Level: BAND B1 Salary Notch 3 R227 994 (Per Annum)

Core Responsibilities:

*Facilitate the implementation and compliance to the Quality Management System focusing on Quality Control Program. Plan and implement proficiency testing program. *The facilitation of the audit and inspection plan for Service providers/ Suppliers of services utilized in the operational environment.*The facilitation and management of non-conformances management program.*The facilitation of calibration and verification of accurate functioning of instruments, validation of instruments and reported results.

22. Post:	Warrant Officer (Forensic Analyst)
Component:	Quality Management
Section:	Regional Quality Management: Criminal Record and Crime Scene Management: LCRC: Quality Assurance
Location of Post:	Cape Town: Western Cape [1 post] (Ref FS 232/2014) King Williams Town: Eastern Cape [1 post] (Ref FS 233/2014) Durban: Kwazulu-Natal [1 post] (Ref FS 234/2014) Kimberley: Northern Cape [1 post] (Ref FS 235/2014) Potchefstroom: North West [1 post] (Ref FS 236/2014) Middelburg: Mpumalanga [1 post] (Ref FS 237/2014) Polokwane: Limpopo [1 post] (Ref FS 238/2014) Bloemfontein: Free State [1 post] (Ref FS 239/2014) Johannesburg: Gauteng [1 post] (Ref FS 240/2014)
Salary Level:	BAND B1 Salary Notch 3 R227 994 (Per Annum)

Core Responsibilities:

*Facilitate the implementation and compliance to the Quality Management System focusing on Quality Assurance Program. Establish and maintain provincial quality documents. Plan and implement Quality audits and inspections. Conduct monthly quality circles. Record keeping and reporting on the quality assurance program.

GENERAL:

- **Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted.** All instructions on the application form must be adhered to and previous criminal convictions must be declared. Failure to do so may result in the rejection of the application.
- The post particulars and reference number of the post must be correctly specified on the application form. A separate application form must be completed for each post.
- Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded.
- A comprehensive **Curriculum Vitae** must be submitted together with the application form.
- Certified copies (certification preferably by Police Officers) of an applicant's ID document, motor vehicle driver's license (Police Act appointments), Senior Certificate and all educational qualifications obtained together with academic records (statement of results) thereof and service certificates of previous employers stating the occupation and the period, must also be submitted and attached to every application. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months.
- **APPLICANTS ARE REQUESTED TO INITIAL EACH AND EVERY PAGE OF THE APPLICATION FORM, CV INCLUDING ALL ANNEXURES.**
- All qualifications and driver's licenses submitted will be subjected to verification checking with the relevant

institutions. The South African Police Service will conduct reference checks.

- **The closing date for the applications is 2014-11-21.** Applications must be mailed timeously. Late applications will not be accepted or considered.
- Appointments will be made in terms of the SAPS Act or Public Service Act as applicable to the post environment.
- If a candidate is short-listed, it can be expected of him/her to undergo a personal interview.
- Successful applicants to be appointed in terms of the South African Police Service Act, 1995 (Act no 68 of 1995) and not yet applicants appointed in terms of the South African Police Service Act, 1995 (Act no 68 of 1995) will have to undergo a medical examination and found to be medically fit. They will further have to comply with the prescripts on the SAPS Dress Order, whereby tattoos may not be visible when wearing uniform, must be willing to undergo the prescribed Introductory Police Development Learning Programme and are expected to work flexi hours or shifts in the execution of their duties.
- Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post.
- All short-listed candidates will be subjected to fingerprint screening.
- Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/appointment/promotion will promote representivity will therefore receive preference.

Applications and enquiries can be directed to:

Lt Colonel Klopper / Lieutenant Moonsamy

Tel: (012) 421-0194

Tel: (012) 421-0584

Postal Address:

Private Bag X 322

PRETORIA

0001

Hand Delivery:

Cnr Beckett and Pretorius Street

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Arcadia

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We welcome applications from persons with disAbilities 

